

## **MEETING INFORMATION SHEET**

*HP CAST Meeting  
March 16-19, 2003  
La Fonda Hotel  
Santa Fe, NM*

*Los Alamos National Laboratory is pleased to host the HP CAST Meeting. Jeffrey S. Brown of the Computer and Computational Science Division Office is the Technical Host.*

### **Technical Host:**

*Jeffrey S. Brown  
Phone: (505) 665-4655  
Fax: (505) 665-0120  
E-mail: [jeffb@lanl.gov](mailto:jeffb@lanl.gov)*

### **Meeting Coordinator:**

*LeeRoy Herrera  
Phone: (505) 665-5593  
Fax: (505) 667-7530  
E-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)*

### **Meeting Liaison:**

*Marion Hutton  
Phone: (505) 667-8451  
Fax: (505) 667-7530  
E-mail: [hutton@lanl.gov](mailto:hutton@lanl.gov)*

### **LOCATION**

*The meeting will be held at the La Fonda Hotel in Santa Fe, NM.*

### **TRANSPORTATION**

*The Albuquerque International Sunport is the major air terminal nearest to Santa Fe. Santa Fe is approximately a one-hour drive from Albuquerque Major rental car agencies are represented at the Albuquerque Sunport.*

*Avis: 505-982-4361  
Budget: 505-984-4361  
Enterprise: 505-474-3234  
Hertz: 505-471-7189  
Express Shuttle: 1-800-256-8991  
Taxi: 505-438-0000*

### **REGISTRATION**

*In order to establish your participation at the meeting, the enclosed registration form and fee of **\$210.00** must be received in the Protocol Office by February 17, 2003. **Please complete and fax registration form to Marion Hutton at (505) 667-7530.** We can accommodate credit cards (**Visa and Mastercard only**).*

***Registration fee received by February 17, 2003: \$210.00**  
**Late registration fee, received after February 17, 2003: \$240.00**  
**On-site registration fee: \$260.00***

### **CREDIT CARD PROCESSING**

*Your credit card will be processed one-two weeks prior to the meeting. You will receive a receipt at the meeting registration desk.*

### **REFUND POLICY**

*Prepaid registration fees will be refunded, less a \$50.00 processing fee, if notification is received by February 17, 2003. Cancellations received after February 17, 2003 will not be refunded; however, a substitute registrant will be accepted.*

**REGISTRATION DESK**

*The registration desk will be staffed throughout the meeting to assist you with general information, travel changes, or other special requirements.*

**ACCOMMODATIONS**

*A block of rooms have been reserved for meeting participants at the La Fonda Hotel. To secure hotel accommodations at the meeting rate of \$99.00 single/double plus tax, please contact the hotel listed below on or before February 17, 2003 and refer to the block of rooms reserved under HP CAST Meeting. Reservations made after February 17, 2003 will be taken on a space-available basis.*

*La Fonda Hotel  
100 East San Francisco St.  
Santa Fe, NM 87501  
1-800-523-5002  
Phone: (505) 982-5511  
Fax: (505) 995-2324*

*Any no-shows will be subject to a cancellation penalty. A 72-hour notice is required for any room cancellations or early checkouts. Parking at the hotel is complimentary to its guests.*

**HOSPITALITY**

*Registration and a hosted reception with cash bar will take place on Sunday, March 16, 2003 from 6:00 - 8:00 pm at La Fonda Hotel. A continental breakfast will be provided each morning. Refreshments will be provided during mid-morning and mid-afternoon breaks. Lunches will also be provided on Monday and Tuesday. A banquet will be held on Tuesday, March 18, 2003 with time and location to be determined at a later date. Guest banquet tickets will be available for \$45.00 at the registration desk.*

**MESSAGES**

*Incoming messages can be received at (505) 982-5511 during normal business hours. FAX messages can be received at (505) 995-2324. All incoming communications will be posted on the message board at the registration desk.*

**AUDIO VISUAL EQUIPMENT**

*An overhead viewgraph projector, and screen will be available for presentations. If other equipment is required, please contact LeeRoy Herrera at 505-665-5593 or e-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)*

**SPECIAL NEEDS**

*Every effort will be made to accommodate dietary requirements and special needs of disabled participants. If assistance is required, please contact LeeRoy Herrera, Meeting Coordinator at (505) 665-5593/e-mail: [ljherrera@lanl.gov](mailto:ljherrera@lanl.gov)*